

The Work Number®

Employment Verification Service

Department of the Navy employees can have their employment and income verified 24 hours a day, 7 days a week. **The Work Number®** provides a secure and convenient service that is available to verifiers for easy verification of mortgage applications, reference checks, loan applications, and apartment leases. Within a matter of minutes, your employment and income can be verified.

Types of Verification	Typical Reasons	Instructions
I want my employment verified but I do not want to authorize verification of my income.	<ul style="list-style-type: none">• Some types of loans or credit.	<ol style="list-style-type: none">1. Provide your verifier with your Social Security Number and the DOD Employer Code of 10365.2. Ask that person to go to the verifier section of The Work Number website at www.theworknumber.com or to call 1-800-367-5690.
I want my employment and income verified.	<ul style="list-style-type: none">• Loans• Apartment Rentals• Credit• Financial Transactions	<ol style="list-style-type: none">1. Include a "Salary Key" to the steps outlined above.

How do you obtain a Salary Key?

Call 1-800-EMP-AUTH or go to www.theworknumber.com. When you are prompted, enter the DOD Employer Code of 10365, your Social Security Number, and your four digit pin number: Month and Day of your birth date (MM/DD format, for example: July 22, = 0722). You may customize your pin number at any time. You will receive a six-digit salary key for future reference. The salary key can be given to the verifier in order for them to access your employment and income information.

How many salary keys can you activate and how long are they valid?

You can have a maximum of 3 salary keys active at one time. The verifier can only use each salary key once. If unused, the salary keys are active for 6 months before being deleted from the system.

What are the benefits of this service?

- Faster, more efficient, and more complete responses to employment verification requests
- Increased security of sensitive salary information
- Standardized verification procedures
- An audit trail to insure proper verification procedures
- Longer hours of accessibility to employment verification information
- Dedicated Client Service Center

If you have any questions, you or your verifier may call **The Work Number®** Client Service Center at 1-800-996-7566. Customer Service Representative are available Monday through Friday, 7:00 am to 8:00 pm Central Standard Time.